

REPUBLIQUE DU CAMEROUN

*Paix-Travail-Patrie*

MINISTRE DE L'ADMINISTRATION  
TERRITORIALE ET DE LA DECENTRALISATION

REGION DU SUD OUEST  
DEPARTMENT DU FAKO

COMMUNE DE BUEA

TEL: +237 672 004 332

BP. 66

Web : [www.buea-council.com](http://www.buea-council.com)

E-mail: [bueacouncil6@gmail.com](mailto:bueacouncil6@gmail.com)

REPUBLIC OF CAMEROON

*Peace-Work-Fatherland*



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**OPEN NATIONAL INVITATION TO TENDER NO. 015.../ONIT/BUEA COUNCIL/BCTB/2023 OF 23.15.23 FOR THE SELECTION OF A CONSULTING FIRM FOR THE COMPLETE REVIEW OF THE COMMUNAL DEVELOPMENT PLAN FOR THE BUEA MUNICIPALITY**

**FUNDING: BUEA COUNCIL INVESTMENT BUDGET 2023 FISCAL YEAR.**

**1- SUBJECT**

Within the framework of the 2023 budget, the Mayor of the Buea Council invites interested consulting firms to tender for studies for **THE COMPLETE REVIEW OF THE COMMUNAL DEVELOPMENT PLAN FOR THE BUEA MUNICIPALITY**.

**2- NATURE OF SERVICES**

The services which are clearly defined in the terms of reference essentially consist of elaborating the Communal Development Plan for Buea.

**3 -PARTICIPATION**

This tender is open to Cameroonian registered consulting firm who have proven their experience in such works.

**4 - FUNDING**

The studies shall be funded by the Buea Council Investment Budget for 2023, HEAD 61310

**5 - ESTIMATED COST OF THE PROJECT**

The Provisional estimated cost of the project stands at **eighteen Million (18,000,000) fcfa.**

**6- CONSULTATION OF THE TENDER FILE**

Tender files can be consulted during opening hours at the Project Development Unit Room 213, Buea council, Tel: 677 618 917, 2<sup>nd</sup> floor Buea Council main office at Clerk's Quarters from the date of publication of the tender notice.

**7 - ACQUISITION OF TENDER FILE**

The complete tender file may be obtained from the office of the Project Development Unit Room 213, Buea Council as soon as this notice is published against a payment of a non refundable sum of twenty thousand (20,000) FCFA payable at the Buea Council Treasury. While withdrawing the files, each bidder shall be bound to leave behind his complete address.



## 8- PLACE, DATE AND SUBMISSION OF BIDS

The bids written in English or French in seven copies [one original and six copies labeled as such] shall be submitted at the private secretariat and a receipt issued not later than the 21/6/23 at 10am local time and shall bear the inscription:

**OPEN NATIONAL INVITATION TO TENDER NO. 015/ONIT/BUEA COUNCIL/BCTB/2023 OF 2215/23..... FOR THE SELECTION OF A CONSULTING FIRM FOR THE COMPLETE REVIEW OF THE COMMUNAL DEVELOPMENT PLAN FOR THE BUEA MUNICIPALITY**

**"To be open only at the tender opening session"**

## 9- ADMISSIBILITY OF OFFERS

Each bidder should attach to his administrative documents, a bid bond **three hundred and sixty thousand (360,000) frs cfa** issued by a first class bank approved by the Ministry of Finance and featuring on the list of documents of the tender file. The bid bond should be valid 120days after the tender submission deadline.

The other required administrative documents must be originals or certified true copies signed by the issuing service in accordance with the specifications of the special tender rules and regulations, failing which shall be rejected.

Such document must be less than three (03) months old prior to the date of submission of bids and must have been issued after the date of signature of the invitation to tender.

Any bid that does not respect the prescription of this tender notice shall be declared inadmissible. Especially the absence of a bid bond issued by a first order bank approved by the ministry of Finance or the non-respect of the tender file documents shall lead to a simple rejection of the offer without any appeal entertained.

## 10 - OPENING OF BIDS

Bids shall be open at the Tender Board Office of the Buea Council on the 21/6/23 as from 11am local time, by the Buea Council Internal tenders' board in the presence of all bidders who so wish, or their duly mandated representatives with a sound knowledge of their offers.

## 11 - EXECUTION DEADLINE

The execution deadline is six (6) months from the date of notification of the service order to start work

## 12 - MAIN ELIMINATORY CRITERIA

Bids shall be rejected in case of the following:

- Incomplete administrative documents forty eight (48) hours upon the opening of bids as stipulated in article 92(9) of decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts code.
- false declaration or Falsified documents
- Incomplete Technical / Financial Offers
- Non conformity to the tender documents.
- Failure to obtain at least 70% of the technical evaluation as outlined in the qualification criteria.
- Absence of a bid bond.

## 13 - MAIN QUALIFICATION CRITERIA

The criteria relating to the qualification of candidates could indicatively be on the following:

❖ Presentation	5 points
❖ Turnover, access to credit or other financial sources	5points
❖ Appraisal of action plan	15 points
❖ References of the enterprise	20 points
❖ Logistics/material resources	10 points
❖ Human resources	45 points



Only the offers that will have totaled at least 70% of the technical evaluation will be eligible for financial evaluation.

#### 14 - VALIDITY OF BIDS

Bidders will remain committed to their bids for a period of One hundred and twenty (120) days with effect from the deadline set for submission of bids.

#### 15- COMPLEMENTARY/TECHNICAL INFORMATION

Further Complementary technical information may be obtained during working hours from the **Office of the Project Development Unit Room 213, Buea Council. Tel: +237 677 618 917**

**The Contracting Authority**

23 MAY 2023

*David Mafani Namanga Esq*  
**MAYOR**  
**BUEA COUNCIL**



#### Copies:

- MINMAP
- ARMP (for publication and archiving)
- Private Secretary to the Mayor Buea Council (for archiving)
- Chairperson of Tender Board (for information)
- Notice boards (for information)
- CRTV local and National Station (for publication)